

First Presbyterian Church of Eldorado

7 N. Cottonwood Street

Eldorado, Texas 76936

www.fpceldorado@gmail.com

AMENDED & ADOPTED AUGUST 7, 2017

Nursery Guidelines & Procedure Handbook

Purpose

The First Presbyterian Church nursery supports parents by providing for the physical, emotional, and spiritual needs of our young children during worship services and other scheduled events. We want your children to experience a Christian atmosphere where they learn the love of Jesus and feel safe and secure. This is one of the most important ministries in our church. We are called as a church to receive, nurture and treasure each child as a gift of God and to give high priority to the quality of planning for children and preparation and support of those who minister to them.

We hope the policy/guidelines will be both helpful and informative. Please read it thoroughly and keep it handy for references. Copies will be available in the church office, as well as online at www.fpceldorado.com.

Worship Services:

The nursery is available during First Presbyterian Church's regular Sunday services and Wednesday night bible study. Sunday school is provided for children ages 4 and up. The nursery is available to anyone ages 4 and under whose parents/guardians are in attendance for First Presbyterian Church Sunday morning services and any other church sponsored events. Children will be cared for while parent are participating in activities and services of the church. Parents and guardians may leave a child in the nursery ONLY in order to attend First Presbyterian Church sponsored activities.

Parental Responsibilities:

Become familiar with the nursery policy/guideline.

Remember that each policy/guideline is based on a desire to provide a safe, secure learning environment for your child. Please ask the nursery worker director to discuss with you any policy/guideline that you do not understand.

Fill out the required **Nursery Registration Form**.

ALWAYS KEEP YOUR CELL PHONE ON DURING THE TIME YOUR CHILD IS IN THE NURSERY!! This is a means of contacting you if you are needed in the nursery.

Encourage their child in his/her walk with Christ.

Drop Off/Pick Up Procedures:

At the time of drop-off, parents will be asked to sign their child in and write their phone numbers on the nursery board in case a need arises that the parent needs to be contacted during the services. If your child has any allergies, please note this on the sign-in form. Please hand your child to the nursery worker and then exit the nursery. Children should only be dropped off and picked up by their parents or guardian. For safety reason children will not be released to other siblings.

We want your child to feel comfortable during their stay in the nursery, so if your child is having separation anxiety, or difficulty transitioning we will ask you to assist with your child. However, after your child is content, we ask that parents exit the nursery. The nursery staff will ensure that parents are texted during the service if they are needed.

When the service or Sunday school class has concluded, please arrive promptly to pick up your child. To sign out your child, please place your initials in the sign-out box on the sign-in sheet. Children will only be released to parents or guardians. (no exceptions)

Please do not leave your child in the nursery if you leave the scheduled church service/event.

If there is not a nursery staff member in the nursery when you arrive to drop off your child, please remain with your child until the nursery staff arrives. **NO CHILD SHOULD BE LEFT ALONE AT ANYTIME.**

Personal toys and pets are not allowed in the nursery. There are age appropriate toys, books and videos for their enjoyment.

Snacks:

Snacks are sometimes offered in the nursery. If your child has a food allergy or special need related to food, please provide this information on the Nursery Registration Form and notify the nursery staff. Parents are encouraged not to bring special snacks for their children unless previously approved by the staff. Please make sure your child does not enter the nursery with candy or gum.

Potty Training/Special Needs:

Please address any special needs or instructions on the Nursery Registration Form. Also, please inform the nursery staff if your child is in the process of potty training so that the staff may better assist your child.

Children's Supplies:

Parents should include the following supplies for their children in a small diaper bag or sack. If your items are not labeled we cannot be responsible for items.

Bottles or non-leaky sippy cups (labeled)

4-5 Diapers

Baby wipes (labeled)

Soother (pacifier, blanket)

Change of clothes

Jacket, sweater or blanket

Please check diaper bags regularly to ensure there are proper supplies.

Illness:

No sick children will be admitted into the nursery for the health of others. Children are the most susceptible to any and every "bug" that comes along. Despite our best efforts, the spread of germs can run rampant in a nursery. Therefore, to prevent the spread of cold, flu, ear infections, the following policies will be enforced.

You will be notified immediately to come for your child if they become ill in the nursery. For safety purpose we prefer that you do not bring medication of any kind into the nursery. If your

child needs medication at all, it must be administered by the parent/guardian. **Medication will not be administered by any nursery staff.** Should your child develop an infectious disease following a session in the nursery department, please contact the Nursery Director immediately. Children who show signs of illness should be kept at home.

According to the Committee on Council of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exist, or if they have had symptoms of the following within the previous 24 hours.

Fever

Vomiting

Diarrhea

Any symptoms of the usual childhood diseases such as measles, mumps, chickenpox, and whooping cough.

Children who show signs of any other illness should be kept at home, some of which include but not limited to:

Strep Throat

Head Lice

Pink Eye

Undiagnosed Rashes or Sores

Excessive cough

Heavy Nasal Discharge and Watery Eyes

We love your children, but for the protection of all children in the nursery, **NO SICK CHILDREN ALLOWED.**

Incident/Accident Policy:

We strive to keep your child safe as possible. However, if your child is involved in some type of incident/accident; you will be contacted in a timely manner. An incident report will be completed by the nursery worker(s) who witnessed the event and then given to the Nursery Director. The Nursery Director will follow up with the parent/guardian of each child involved. ****First Aid items are available if needed.****

First Aid:

A First Aid Kit is available in the nursery of First Presbyterian Church. General first aid can be administered by the nursery staff as needed, but if your child needs medication, it must be administered by the parent/guardian.

Nursery Staff / Volunteers

Nursery Staff / Volunteers:

Believing that as church family all the children are “ours”, we may occasionally ask that the parents of children that utilize the nursery, as well as members of our congregation, volunteer when possible. The Nursery Director will provide training opportunities to familiarize the volunteers with the policy/guidelines. The training helps all volunteers know the proper way to handle situations that may arise during their time or volunteering.

The Nursery Director is responsible for determining the suitability of nursery staff to care for our children. It is a priority to recruit volunteers and maintain nursery staff that will provide loving, responsible, and developmentally appropriate care for all children staying in the nursery. Should you as a parent have questions or concerns regarding care given, please contact the Nursery Director.

If you find the nursery understaffed, please contact the Nursery Director immediately. Substitutes will be located to provide adequate care-givers.

Screening Procedures:

We require all paid nursery staff who work with children go through a screening process that include an application form and criminal background check.

Volunteers:

Minors (age 13 or older) will be allowed to assist nursery staff with the approval of the Nursery Director. No one under the age of 13 will be permitted to volunteer. As a young person willing to serve in this way, you have an important part in the nursery ministry as well. Your responsibility is to assist the staff. You may be asked to get items out of diaper bag, play with children on the floor, read stories or help during drop-off/pick-up times. Diaper changing duties will be at the discretion of paid nursery staff. Anyone interested in participating in the Nursery Program, please fill out an application or contact the Nursery Director for more details.

Nursery Staff/Volunteer Duties:

Arrive 15 minutes prior to the Church Service time.

Wash hands thoroughly before children arrive.

Put cell phones away. **Absolutely No Cell Phone Use** while children are in your care **unless** using it to contact a parent regarding a nursery related issue.

As the parent/guardian comes to the nursery door, warmly welcome them and have them sign in their child on the sign-in sheet. Be sure all categories on the sign-in sheet are complete, especially their cell phone number.

If the child is a first-time visitor to our nursery, have them fill out a Guest Nursery Registration Form.

Sanitize hands after each diaper change and after wiping a runny nose.

Prevent babies from sharing bottles/cups and pacifiers. Be sure to keep these items in the child's bag when not in use.

If you think a child is sick, inform the parent via text message. If the parent does not have a cell phone, text Diana McGee at (325) 226-3884 or Peggy Williams (325) 226-5925.

When supplies run low in the nursery, please contact the Nursery Director as soon as possible.

To avoid accidents, potty trained children will be given adequate bathroom breaks with appropriate privacy.

Check baby's diaper on a regular basis and make sure they are clean before their parents pick up the child.

If a child becomes frustrated or aggressive or acting inappropriately, redirect their attention to another toy or activity. If this does not solve the problem, text the parent/guardian to pick up their child.

For safety concerns, do not permit babies or toddlers to climb on tables or chairs.

Notify the Nursery Director and parent of all incidents/accidents. Be sure to fill out a report and give it to the Nursery Director.

All nursery toys will be cleaned weekly to avoid spreading of germs. Nursery staff/volunteers are asked to disinfect "chewed on" toys before passing them on to another child. Be sure children do not remove toys from the nursery.

Prior to pick-up, please have children help put away toys and tidy the nursery.

Empty all trash cans and carry trash to the dumpster located in the alleyway.

Turn all lights off and lock the nursery and bathroom doors before leaving.

Parent/Guardian Communication:

Parents want to hear about their child. They want to know if there was a problem such as excessive fussiness, a slight accident such as a bump on the head or fall, and if you have noticed any signs of illness. They also want to hear about the good things that happened while they were away from their child. Be sure to share with their parents this information also. Telling parents these things help them feel secure about leaving their child with you. It tells them that you really do care about their child.

Special Event Policy:

All requests for childcare should be submitted to the Nursery Director at the time of scheduling the event.

The Nursery Director must know the number of children anticipated for each activity as well as the ages of children so that an adequate number of workers can be provided.

If there are any changes to the event, the Nursery Director must be informed as soon as possible.

If the church-sponsored event is not located at the church, parents will be expected to leave emergency phone numbers for the care-givers.

Agreement:

Each time you sign your child into the nursery, you are agreeing to abide by the policies and procedure outlined in this handbook. If you have any questions or concerns about anything included in the handbook, please let the Nursery Director know so that your views on the policies can be reviewed and considered.